

# CONCEPTUAL SUBMITTAL CHECKLIST

## Planning Department

The following information is required to be included on the Conceptual Plan for review by the Planning Commission pursuant to Columbia County Code Section 74-36.

### **Submittal Requirements**

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#### **SECTION 1: PROJECT NARRATIVE**

The Project Narrative is a general written description of the proposed development, including the following information:

- |   |  |
|---|--|
| <input type="checkbox"/> Current Date                         | <input type="checkbox"/> Total number of dwelling units  |
| <input type="checkbox"/> Rezoning file number                 | <input type="checkbox"/> Types of dwelling units         |
| <input type="checkbox"/> Date of BOC approval                 | <input type="checkbox"/> General development standards   |
| <input type="checkbox"/> Conditions of BOC rezoning approval  | <input type="checkbox"/> Approximate area of open space  |
| <input type="checkbox"/> Proposed uses of property            | <input type="checkbox"/> Approximate Area for recreation |
| <input type="checkbox"/> General character of the development | <input type="checkbox"/> Special features                |

#### **SECTION 2: EXISTING SITE SURVEY**

The existing site survey is a graphic and specific representation of the following elements if present:

- |   |  |
|---|--|
| <input type="checkbox"/> Current Date   | <input type="checkbox"/> State Waters                                |
| <input type="checkbox"/> Name of Development  | <input type="checkbox"/> Floodplains                                 |
| <input type="checkbox"/> North Arrow  | <input type="checkbox"/> Water bodies (lakes, rivers, streams, etc.) |
| <input type="checkbox"/> Graphic Scale  | <input type="checkbox"/> Wetlands                                    |
| <input type="checkbox"/> Owner Name and Contact Information   | <input type="checkbox"/> Any other environmentally sensitive areas   |
| <input type="checkbox"/> Engineer/Surveyor Contact Information                                      | <input type="checkbox"/> Structures                                  |
| <input type="checkbox"/> Vicinity Map   | <input type="checkbox"/> Historic & Cultural Resources               |
| <input type="checkbox"/> Parcel ID number   | <input type="checkbox"/> Utilities                                   |
| <input type="checkbox"/> Street Address   | <input type="checkbox"/> Transportation Infrastructure               |
| <input type="checkbox"/> Total Acreage of parcel(s)   | <input type="checkbox"/> Recreation facilities                       |
| <input type="checkbox"/> Topography (5' contours)   | <input type="checkbox"/> Adjacent parcels information, including     |
| <input type="checkbox"/> All trees with a dbh of 16" or greater within<br>the proposed project area | owner name(s), zoning, and current land-uses                         |

#### **SECTION 3: SITE PLAN** (scale of 1" = 100')

The site plan is a general graphic presentation of the development concept, to include the following information:

- |   |   |
|---|---|
| <input type="checkbox"/> Current Date   | <input type="checkbox"/> Connection(s) to existing utility infrastructure                 |
| <input type="checkbox"/> North Arrow  | <input type="checkbox"/> Locations of dwelling types                                      |
| <input type="checkbox"/> Graphic Scale  | <input type="checkbox"/> Density (dwelling units per acre)                                |
| <input type="checkbox"/> Owner Name and Contact Information                         | <input type="checkbox"/> Storm water facilities location(s)                               |
| <input type="checkbox"/> Engineer/Surveyor Contact Information                      | <input type="checkbox"/> Buffers  |
| <input type="checkbox"/> Parcel ID Number   | <input type="checkbox"/> Open space area(s)   |
| <input type="checkbox"/> Property boundary  | <input type="checkbox"/> Recreation area(s) and features                                  |
| <input type="checkbox"/> Street layout  | <input type="checkbox"/> Connections to existing recreation facilities                    |
| <input type="checkbox"/> Street types and proposed street names                     | <input type="checkbox"/> Environmentally sensitive areas to be protected<br>and preserved |
| <input type="checkbox"/> Connection(s) to existing transportation<br>infrastructure | <input type="checkbox"/> Existing structures/historic resources to be preserve            |